

**SECRET**

DD/S REQUEST  
FILE *Personnel* 3

16 AUG 1965

**MEMORANDUM FOR:** Deputy Director for Support

**SUBJECT :** Nomination of Candidates for Public Service Awards

**REFERENCES :** a. Memo dtd 11 June 65 for Ex. Dir.-Compt.,  
General Counsel, IG, DD/I, DD/P, DD/S,  
and DD/S&T fr D/Pers, same subj

b. Memo dtd 16 June 65 for all Directors of  
Support Offices fr SA-DD/S, same subj

1. This memorandum submits a recommendation for your approval in paragraph 6.

2. Last year we initiated the procedure for nominating candidates for all Public Service Awards simultaneously, as we did for Senior Officer Schools and all External Training nominations, thereby avoiding the constant solicitation of Officers and the meeting of continuing deadlines.

3. Again this year the Director of Personnel requested, in Reference a., the nomination of candidates for all Public Service Awards and asked that he be advised of selections by 15 August 1965.

4. Reference b. was sent to all Offices of your Directorate soliciting nominations. The following candidates were submitted:

National Civil Service League Career Service Award

Matthew Baird	OTR	GS-18
---------------	-----	-------

Federal Government Accountants Award

Robert Fuchs	OF	GS-18
--------------	----	-------

Horace Hart Award

<div style="border: 1px solid black; width: 150px; height: 40px; display: inline-block;"></div>	OL	GS-13
	OL	GS-12

**SECRET**



**SECRET**

5. Supporting data on the candidates and descriptive material on the awards is attached for your information. After your action, the papers will be sent to the Director of Personnel for professional rewrite and submission to the Director of Central Intelligence for final approval or disapproval.

6. Your approval of the above named nominees to receive the various awards is recommended.

LS/  
  
Special Assistant to the  
Deputy Director for Support

25X1

**Attachments**

As stated above.

SA-DD/S:RBJH/ms (6 Aug 65)

**Distribution:**

Orig - DD/S (to be forwarded to D/Pers), w/Atts

1 - DD/S Chrono, w/o Atts

1 - DD/S Subject, w/Refs & Negative Replies fr Support Offices

1 - SA-DD/S(RBJH), w/Refs

The recommendation contained  
in paragraph 6 is approved:

SIGNED R. L. Bannerman

---

R. L. Bannerman  
Deputy Director  
for Support

**SECRET**

11 June 1965

MEMORANDUM FOR: Executive Director-Comptroller  
General Counsel  
Inspector General  
Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Support  
Deputy Director for Science and Technology

SUBJECT : Nomination of Candidates for Public Service Awards

1. Attached is a Public Service Awards chart which describes the more widely known awards for which we solicit Agency candidates each year. These awards are:

- ✓ Arthur S. Flemming Awards
- ✓ William A. Jump Memorial Awards
- National Civil Service League Career Service Awards
- ✓ Federal Woman's Award
- Federal Government Accountants Awards
- National Capital Award
- Horace Hart Award
- Paperwork Management Award
- Rockefeller Public Service Award

2. The procedure, established last year, for nominating Agency candidates for all the public service awards programs simultaneously helped to avoid problems which we had in the past in meeting the deadline dates for submission of Agency nominations to the sponsoring organizations. This year we are asking that you submit in August the names of nominees for the nine awards, listed above, so we may send to the Director a list of candidates for these awards in September. The services of the Office of Personnel will be made available to you, if you need assistance in identifying individuals who are eligible to compete for these awards.

3. Please advise me by telephone or memorandum on or before 15 August whether you wish to nominate candidates for any or all of these awards.

[Redacted Signature Box]

Emmett D. Echols  
Director of Personnel

25X1

GENERAL DATA ON PUBLIC SERVICE AWARDS FOR FEDERAL EMPLOYEES

NAME OF AWARD	ARTHUR S. FLEMING AWARDS	WILLIAM A. JUMP MEMORIAL AWARDS	NATIONAL CIVIL SERVICE LEAGUE CAREER SERVICE AWARDS
PURPOSE OF THE AWARD	Recognition of young men in Government for outstanding work in executive, administrative, technical, and scientific fields.	Recognition of Government employees for outstanding accomplishments and contributions in the field of public administration.	To strengthen the public service by bringing national recognition to significant careers in the Federal service. Awards granted to employees who exemplify the primary characteristics of the career service: efficiency, achievement, character, and service.
AWARD GRANTED BY	Junior Chamber of Commerce in Washington, D. C.	William A. Jump Memorial Foundation, Washington, D. C.	National Civil Service League
NUMBER OF AWARDS GRANTED	Ten (five to men in administrative fields and five to men in scientific and technical fields).	Three principal awards. Special recognition certificates given to all nominees.	Ten
NUMBER OF NOMINATIONS	Unlimited number.	One from each agency.	Three from each agency.
AGE	Under 40 as of 1 January of year award is granted.	Under 37 as of 31 December of year prior to nomination.	No age requirement.
PERIOD OF SERVICE	Award based on service of preceding fiscal year.	Award based on service over a considerable period of time.	At least 10 years (including military service) of Federal service.
*CLOSING DATES NOMINATIONS	10 December	15 February	20 December
AGENCY AWARD WINNERS			Lyman B. Kirkpatrick, Jr., 1960; Sherman Kent, 1961; Arthur C. Lundahl, 1963; James S. Lay, Jr., 1964; Richard M. Helms, 1965.

STAT

\* Closing dates for submission of nominations to sponsoring organizations according to the 1964-65 awards schedule. Approved For Release 2002/08/15 : CIA-RDP84-00780R000900040013-7

GENERAL DATA ON PUBLIC SERVICE AWARDS FOR FEDERAL EMPLOYEES (Con.)

NAME OF AWARD	FEDERAL WOMAN'S AWARD	FEDERAL GOVERNMENT ACCOUNTANTS AWARDS	NATIONAL CAPITAL AWARD
PURPOSE OF THE AWARD	To provide special recognition to women who have made outstanding contributions to the efficiency and quality of the Federal career service. To publicize the wide variety of careers for women in Government.	Special recognition of outstanding achievement in the improvement of financial management in Federal service.	Recognition of notable achievements of young professionals in Washington Metropolitan Area in fields of architecture, engineering, and applied sciences.
AWARD GRANTED BY	Board of Trustees, Federal Womens Award (Composed of community leaders and Federal officials).	Federal Government Accountants Association of Washington.	D. C. Council of Engineering and Architectural Societies, and the Washington Academy of Sciences.
NUMBER OF AWARDS GRANTED	Six	Determined by Awards Committee	Three
NUMBER OF NOMINATIONS	Three from each agency.	Five from each agency.	Three (1 engineer, 1 architect, and 1 applied scientist).
AGE	No age requirement. Rank equivalent to grade GS-9 or above.	No age requirement.	Under 35 as of date award is presented (award is presented in February).
PERIOD OF SERVICE	At least 3 years continuous Federal service.	Award based on year's service prior to nomination.	Civilian or military service in Washington Metropolitan Area.
CLOSING DATES NOMINATIONS	10 November	1 February	5 February
AGENCY AWARD WINNERS			

GENERAL DATA ON PUBLIC SERVICE AWARDS FOR FEDERAL EMPLOYEES (Con.)

NAME OF AWARD	HORACE HART AWARD	PAPERWORK MANAGEMENT AWARD	ROCKEFELLER PUBLIC SERVICE AWARD
PURPOSE OF THE AWARD	Recognition of distinguished public service in field of Printing and Publishing.	Recognition of outstanding leadership and professional excellence in promoting effective management of paperwork in the Federal Government.	Special recognition of five distinguished civilians in Federal Government in: Administration; Foreign Affairs or International Operations; The General Welfare or National Resources; and Law, Legislation or Regulation.
AWARD GRANTED BY	Educational Council of the Graphic Arts Industry.	Administrative Management Society.	Princeton University through contributions by Mr. John D. Rockefeller, 3rd.
NUMBER OF AWARDS GRANTED	One principal award. All nominees are given certificates of recognition.	One or more.	Five; One in each field listed above. Award of \$10,000 to each winner.
NUMBER OF NOMINATIONS	Unlimited number.	Unlimited number.	Unlimited number.
AGE	No age requirement.	No age requirement.	Between ages of 45 and 60 years.
PERIOD OF SERVICE	Award based on service in government of the United States - Federal, State, or local.	No length of service requirement	Minimum of 15 years in Federal Government.
CLOSING DATES NOMINATIONS	1 November	1 July	30 April
AGENCY AWARD WINNERS			

NAME OF AWARD	FEDERAL WOMAN'S AWARD
PURPOSE OF THE AWARD	To provide special recognition to women who have made outstanding contributions to the efficiency and quality of the Federal career service. To publicize the wide variety of careers for women in Government.
AWARD GRANTED BY	Board of Trustees, Federal Womans Award (Composed of community leaders and Federal officials).
NUMBER OF AWARDS GRANTED	Six
NUMBER OF NOMINATIONS	Three from each agency.
AGE	No age requirement. Rank equivalent to grade GS-9 or above.
PERIOD OF SERVICE	At least 3 years continuous Federal service.
CLOSING DATES NOMINATIONS	10 November
AGENCY AWARD WINNERS	

STAT

## 6. FEDERAL WOMAN'S AWARDS

These awards are granted annually by the Federal Woman's Awards Board of Trustees, which is a group of outstanding community leaders and top level Federal officials. The Federal Woman's Awards are granted to provide special recognition to women who have made outstanding contributions to the efficiency and quality of the career service of the Federal Government, to encourage high standards of performance from other women in Government, and to dramatize and make more widely known to the public the wide variety and satisfaction of careers for women in the service of the Federal Government. Each year a number of awards, not to exceed six, are granted. Recipients receive medals and commemorative gifts at the Federal Woman's Award Banquet held in Washington, D. C.

### a. BASIS FOR AWARDS

The following general criteria are used in selecting nominees:

- (1) Career service which has been characterized by outstanding ability and achievement in an executive, professional, scientific, or technical position.
- (2) Achievements having an important effect on a major Government program.
- (3) Specific outstanding accomplishments which have made or are making an important contribution to administrative, social, scientific, or technical programs in the work of a Federal agency.

### b. ELIGIBILITY

Any woman in the Federal Government with not less than three years' continuous, full-time service in the competitive or excepted service, who has attained a rank equivalent to grade GS-9 or above, is eligible to compete for these awards.

### c. NOMINATIONS

Only three nominations may be submitted by each agency.

NAME OF AWARD	WILLIAM A. JUMP MEMORIAL AWARDS
PURPOSE OF THE AWARD	Recognition of Government employees for outstanding accom- plishments and contributions in the field of public administra- tion.
AWARD GRANTED BY	William A. Jump Memorial Foundation, Washington, D. C.
NUMBER OF AWARDS GRANTED	Three principal awards. Special recognition certificates given to all nominees.
NUMBER OF NOMINATIONS	One from each agency.
AGE	Under 37 as of 31 December of year prior to nomination.
PERIOD OF SERVICE	Award based on service over a considerable period of time.
*CLOSING DATES NOMINATIONS	15 February
AGENCY WINNERS	

Approved For Release 2002/08/15 : CIA-RDP84-00780R000900040013-7

Approved For Release 2002/08/15 : CIA-RDP84-00780R000900040013-7

STAT

TAB

## 5. WILLIAM A. JUMP MEMORIAL AWARD

This award is granted annually by the William A. Jump Memorial Foundation, Washington, D. C. The foundation is supported through private contributions of persons and organizations interested in fostering efficient and effective Federal career service. The award is presented to young Federal employees in recognition of outstanding service in public administration. One award, consisting of a gold key and a certificate of merit, is granted each year. In addition, when warranted, honorable mention award citations, not to exceed two in number, may be granted each year.

### a. BASIS FOR THE AWARD

The following general criteria will be used in selecting nominees:

- (1) A specific accomplishment or series of accomplishments which demonstrate unusual competence and interest in the field of public administration. For the purpose of this award the term "public administration" should be given the broadest interpretation covering all aspects of executive-administrative direction, supervision, and operation of Federal activities. It includes, for example, personnel administration, budgetary and financial administration, administrative analysis, all management and administrative planning activities, and the executive planning and direction of programs. It does not include achievements specifically of a scientific or technological nature, or of attorneys in the practice of their legal profession.
- (2) A career which demonstrates, over a considerable period of time, a talent for leadership, ability for creative thinking, and personal growth and development in the field of public administration.

### b. ELIGIBILITY

Employees of the Federal Government (male or female) who have not reached their 37th birthday before or during the calendar year prior to the presentation of the award are eligible to compete for this award. (This award is usually presented in May or June.)

### c. NOMINATIONS

Only one nomination may be submitted by each agency.

Forwarded material regarding the Horace Hart Award for Distinguished Public Service in the Field of Printing and Publishing, Presented by The Education Council of the Graphic Arts Industry, Inc.

Director of Logistics  
1C50, Qtrs I

Director of Training  
819, Broyhill

Senior Training Officer,  
DD/3 7D18, Hqs

2 to 3 and 4 -

Both outstanding Printing and Visual Aids people who meet the criteria set forth in the attachment should be nominated for the Horace Hart Award or Certificate of Recognition.

We would like to repeat Mr.  success of last year.

Please send your nominations to the undersigned on or before 7 October 1964.

Senior Training Officer  
Deputy Director for Support

Attachment

STAT

STAT

NAME OF AWARD	ARTHUR S. FLEMMING AWARDS
PURPOSE OF THE AWARD	Approved For Release 2002/08/15 : CIA-RDP84-00780R000900040013-7 Recognition of young men in Government for outstanding work in executive, administrative, technical, and scientific fields.
AWARD GRANTED BY	Junior Chamber of Commerce in Washington, D. C.
NUMBER OF AWARDS GRANTED	Ten (five to men in administrative fields and five to men in scientific and technical fields).
NUMBER OF NOMINATIONS	Unlimited number.
AGE	Under 40 as of 1 January of year award is granted.
PERIOD OF SERVICE	Award based on service of preceding fiscal year.
*CLOSING DATES NOMINATIONS	10 December
AGENCY AWARD WINNERS	

#### 4. ARTHUR S. FLEMMING AWARDS

These awards are granted annually by the Junior Chamber of Commerce of Washington, D. C., to young men in Federal service in recognition of their outstanding accomplishments or achievements or distinctive work in which they have displayed unusual executive, scientific, or technical abilities. Ten separate awards are granted each year; five in scientific or technical fields, and five in administrative or executive fields. Each award recipient receives an engraved plaque.

##### a. BASIS FOR AWARDS

Awards are based on unusual or outstanding work during the fiscal year preceding the date of the nomination. The following general criteria are used in selecting nominees:

- (1) A specific accomplishment resulting in a material improvement in service, a substantial financial saving to the Government, or a significant contribution to social or technological progress. Nominations based on a joint accomplishment may be considered if the persons nominated were equally responsible for the accomplishment.
- (2) Outstanding executive, scientific, or technical ability, or outstanding performance by the nominee. Such ability or performance need not necessarily be connected with or related to a specific accomplishment or project.

##### b. ELIGIBILITY

Any male civilian employee of the executive branch of the United States Government who will not have reached his 40th birthday before or during the calendar year in which the nomination is made is eligible to compete for these awards.

##### c. NOMINATIONS

There is no limit on the number of nominations that may be made for these awards.

STAT  
STAT  
STAT

1. Fuchs, [redacted] Baird, Tietjen, Edwards,  
[redacted] Warfield, Melon -

2. USDA - CEIR -

3. PS Award Nominations

Each office review - see if anyone  
has any candidates -

Mentioned last week following

4. in long sessions working  
on the Hill - 4 months  
House - 4 Senate.

No nominations from DDH  
to any ltr from Mary - encourage  
participation - can enroll  
only 12 - only highly qualified.  
Hope we nominate / find  
career -

Take a second look - from  
DDH - Agency standpoint.

STAT

General Counsel has no candidate  
Sent [redacted] from OP -  
excellent program - returned and  
assigned to legislative council.

4. Monographs used for 15 yr plan -  
New deal - poor performance  
in original exercise  
Committee using these have  
said they were personal  
think pieces - being  
converted to plan annex  
Probably be reproduced and  
included in plan - Whatever  
is said should be  
prepared in this light -  
Be careful not to put  
in controversial ideas  
thoroughly considered and  
rejected before -

ILLEGIB

Approved For Release 2002/08/15 : CIA-RDP84-00780R000900040013-7

Next 2 Page(s) In Document Exempt

Approved For Release 2002/08/15 : CIA-RDP84-00780R000900040013-7